



## Military and Veteran Status (IT0077-Additional Personal Data)

Supporting North Carolina citizens who have served or are serving their country and state in the United States Armed Forces, Reserves and National Guard and their families is among the highest priorities of government. This commitment is demonstrated through Executive Orders, North Carolina General Statute, human resources policy, and the development of new BI reports. As a result of this commitment, the newly designed infotype (IT0077 – Additional Personal Data) was created with a focus on streamlining information and providing more meaningful veteran and military data options.

This infotype job aid is being updated as of March 2015 in order to modify process steps and update necessary definitions.

Data must be entered as employees enter into state service or has an event that changes their military or veterans status (as confirmed by his or her DD Form 214 Military Discharge paperwork).

The purpose of this infotype is to track information on military and veteran status and to monitor utilization of the Veteran's Preference policy. The policy link is: <http://oshr.nc.gov/policies-forms/recruitment-selection-workforce-planning/veterans-preference>.

The preference to be accorded eligible veterans shall apply in initial employment, subsequent employment, promotions, reassignments, horizontal transfers and reduction-in-force situations.

### The Process

1. Processing begins at the **IT0077 – Additional Personal Data** screen.

The infotype includes information on Ethnic /Race Data, Military Status, Veteran Status, Additional Veteran Status, State Statute and Disability. For the purposes of Military and Veteran Status updates, you will need to review the following boxes:

- Military Status
- Veteran Status
- Additional Veteran Status
- State Statute

Start  To 12/31/9999

Ethnic origin

Military status

**Veteran Status**

Discharge Date

☐ Protected Veterans

- ☐ Special Disabled Veteran
- ☐ Vietnam Era Veteran
- ☐ Other Protected Veteran
- ☐ Recently Separated Veteran
- ☐ Armed Forces Service Medal Vetera
- ☐ Disabled Veteran

☐ Not a Protected Veteran

☒ Non Veteran

**Additional Veteran Status**

☐ Separated

☐ Retired

**State Statute**

☐ Spouse of disable veteran

☐ Spouse or surviving dependent of deceased veteran

**Disability**

Disability Status ☒

- Enter the date of the action in the **Start** field.

## MILITARY STATUS

**Military Status**

Military status	Text
01	Inactive Reservist
02	Active
03	Retired Reservist
05	Drilling Reservist

- Click the drop-down box in the Military Status field and select the appropriate status based on the following definitions:

**01 Inactive Reservist:** An employee that has exited military service but is subject to “call up” or “recall” into military service.


**02 Active:** An employee that has been called into active service in support of a state emergency by the Governor or State Adjutant General (State Service). Or an employee that has been called into active service in support of a federal operation by the President of the United States, the Secretary of Defense, Secretary of Homeland Security (for Coast Guard Members) or one of the Service Secretaries (Army, Navy, Air Force, Marines) (Federal Service).

**03 Retired Reservist:** An employee that has exited military service but is subject to “call up” or “recall” into military service. Also called Inactive Ready Reserve or Inactive National Guard.

**05 Drilling Reservist:** An employee who is actively serving in the National Guard or Reserves of any Branch of Service, but not currently on active orders. Also called traditional reservist or guardsmen, these employees are required to serve a minimum of one weekend per month and two weeks per year.

### VETERAN STATUS

The veteran status will default to Non-Veteran. If the employee’s status should change, click the appropriate radio button and box and then save the record.



**Veteran Status**

Discharge Date

☐ Protected Veterans

- ☐ Special Disabled Veteran
- ☐ Vietnam Era Veteran
- ☐ Other Protected Veteran
- ☐ Recently Separated Veteran
- ☐ Armed Forces Service Medal Vetera
- ☐ Disabled Veteran

☐ Not a Protected Veteran

☒ Non Veteran

- In the Veteran Status box, check the **appropriate veteran status** with confirmation from the *DD Form 214* for the discharge date.

All check boxes will be visible and you will be allowed to check more than one box based on the following definitions:

## **Protected Veterans**

**Special Disabled Veteran:** A person who:

- 1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation under laws administered by the Department of Veterans Affairs for a disability:
  - a) Rated at 30 percent or more; or
  - b) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or
- 2) A person who was discharged or released from active duty because of a service-connected disability

**Vietnam Era Veteran:** A person who:

- 1) Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:
  - a) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
  - b) Between August 5, 1964, and May 7, 1975, in all other cases; or
- 2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed:
  - a) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
  - b) Between August 5, 1964, and May 7, 1975, in all other cases.

**Other Protected Veteran:** A person who served on active duty during a war or in a campaign expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

**Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

**Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985, signed by President Bill Clinton on January 11, 1996 (61 FR 1209).

**Disabled Veteran:** A person who:

- 1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
- 2) A person who was discharged or released from active duty because of a service-connected disability

**Not a Protected Veteran:** A veteran who meets federal and/or state definition to qualify as a veteran, but is not in the protected class of veteran for employment, reemployment or benefits.

## **ADDITIONAL VETERAN STATUS**

Additional Veteran Status is a supplemental box to Veteran Status. An employee may have one or more boxes checked in the previous Veteran Status box, and may also require a box to be checked in the Additional Veteran Status box. For instance, an employee may be a Vietnam Era Veteran (Veteran Status box) as well as a Retired Veteran (Additional Veteran Status box).



### Information

*In the Additional Veteran Status box, one selection must be checked, but not both.*

#### Additional Veteran Status

☐ Separated

☐ Retired

5. Check a box based on the following definitions:

**Separated:** An employee who was a former member of the armed forces (who has exited the military) and is no longer subject to recall into military service beyond the three year period of discharge.

**Retired:** An employee who was a former member of the armed forces who retired and is no longer subject to recall into military service

### STATE STATUTE

In addition to Federal law and authority, N.C. State Statute and Human Resources policy also provides additional categories of veterans eligible for Veteran's Preference.

#### State Statute

☐ Spouse of disable veteran

☐ Spouse or surviving dependent of deceased veteran

6. Check a box based on the following definition:

**Spouse of disabled veteran:** the spouse of a disabled veteran.

**Spouse or surviving dependent of deceased veteran:** the surviving spouse or dependent of a veteran who died on active duty during a period of war either directly or indirectly as a result of such service.